

# OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

**CLASS/LEVEL:** Departmental Analyst 9-P11 (2 Positions)

**DIVISION/SECTION:** Consumer Services Division/Market Conduct Section

**DEADLINE TO RESPOND:** 12-4-08

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 INTERESTED APPLICANTS SHOULD SUBMIT A RESUME, COVER LETTER, DLEG APPLICATION AND COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS ARE NOT ACCEPTED) TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-77, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

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|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                 |
| PAY RANGE               | \$17.78-\$27.85                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                 |
| DESCRIPTION OF POSITION | This position serves as an analyst for insurance market conduct. Responsible for analyzing program data, in-house complaint statistics, investigations, compliance actions or other information provided and assisting with the planning and implementation of market conduct examinations, providing data to the NAIC through I-SITE, RIRS, ETS, SAD, MAP, MARS and MIS. Performs as market conduct analyst with insurance companies doing business in the State of Michigan. |                                                                                                                                 |
| EDUCATION               | Possession of a bachelor's degree in any major.                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                 |
| EXPERIENCE              | Departmental Analyst 9 - No specific type or amount is required.<br>Departmental Analyst 10 - One year of professional business and administrative experience.<br>Departmental Analyst P11 - Two years of professional business and administrative experience, including one year of experience equivalent to the intermediate (10) level in state service.                                                                                                                    |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | OFIR 08-77                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR08-77, P. O. Box 30220, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                 |
|                         | Fax:                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | (517) 335-1450                                                                                                                  |

The State of Michigan is an Equal Opportunity Employer  
 Civil Service Rule 1-7 states: All persons offered employment in the classified service are required to submit to

and pass a pre-employment drug test as a condition of employment

**This is an announcement of a position vacancy and does not constitute an offer of employment.**